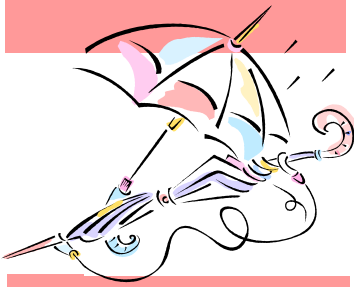


August 2005  
Volume 10 Issue 4



# Arizona Department of Administration News and Views

## Just Say "Y.E.S." to Your Employee Services

Reyna likes to view her pay *before* she receives it; Cynthia plans to check her annual leave balances often to make sure it is correct; John loves the fact that he can link to his deferred compensation account in an instant; and Don recently used the site to check out the classes he has taken.

### Why do *you* log on?

As employees across the State gain access to the new "Your Employee Services" or "Y.E.S." website at [www.yes.az.gov](http://www.yes.az.gov), they find their own individualized answers to this question.

"Our overall goal in designing this website was to improve employee satisfaction with their employment experience," says John Sheller, manager in charge of rolling out Y.E.S. to State agencies. "We envisioned a single site for employees to use for anything related to their experience with the State."

### Making Employees' Lives Easier

Y.E.S. "went live" for Department of Administration employees on July 6, 2005, after months of re-research, employee focus groups, and trial runs. The end result features links to everything from the employee's personal information, benefits, training, career, pay, retirement, commute, and more.

"We pulled all these resources together in one place so that employees would be able to take advantage of everything the State has to offer," explains Sheller. "Now our services look more like an integrated whole that can truly make our employees' lives easier."

### The Place to Go for Open Enrollment

Beginning August 29, 2005, hundreds of employees will be visiting Y.E.S. to enroll in the Arizona Benefit Options program for 2005-2006. The Y.E.S. team is encouraging every employee to log on **before** Open Enrollment to get familiar with the site and work out any potential problems before that time.

"It's extremely important that employees use Y.E.S. successfully at least once before Open Enrollment," stresses Sheller. "You will not be able to enroll unless you are a Y.E.S. user." Sheller says the Open Enrollment link will be a prominent feature along with the other links on the left-hand side of the page when first logging onto Y.E.S. to enroll in new benefits.

### Secure Access to Your Personal Information

For employees who may be worried about security issues, Sheller pointed out two important features. First-time users have a special log-in process that will require an employee identification number (EIN), date of birth, as well as the last four digits of the employee's social security number. Once establishing a password, employees have secure access to their personal information and can change their password at any time.

In addition to password protection, employees can be assured that the site is secure by the "s" in the web-site address once they have logged on. Websites that are secure, including bank and credit union sites, have an "s" after the "http" in their address. So employees can look for the "https" at the beginning of the website address at the top of their screens.

### Tips for Using the Site

Sheller recommends that employees first view the site map before setting off on their journey of exploration. "Here you can take a quick snapshot of everything that's on the site, and then decide where to go from there," explains Sheller.

Next, Sheller advises checking out the "What's New for You" link. By clicking on this link often, employees will be able to stay up-to-date on new things that will add to the value of the site. Lastly, Sheller suggests that all employees visit the "Your Help" link where they can view a "how to" guide, learn about who to contact if they are having trouble, and even email a question to the Y.E.S. team.

### More Value to Come

The Y.E.S. team began with services that they knew were available to employees, but Sheller plans to add to that list as the team becomes aware of employee needs and what they can do with the technology.

"This is a living, breathing site," says Sheller. "It will change over time as we add more and more value to it. We're only limited by our creative thought."

Have you logged on yet? If not, visit [www.yes.az.gov](http://www.yes.az.gov) today and discover for yourself all that Y.E.S. has to offer! You must know your EIN (Employee Identification Number) to log on.



YOUR EMPLOYEE SERVICES

## News & Views

A newsletter for employees of the Arizona Department of Administration regarding agency employees and created by employees.

ADOA  
100 N. 15th Avenue  
Phoenix, AZ 85007  
(602) 542-1500

**Janet Napolitano**  
Governor

**Betsey Bayless**  
Director

### Contributing Staff

**Lupe Lerma**  
Editor

**Rena Barber**  
Tucson

**Joanne Brooks**  
GSD

**Jodie Marquis**  
Risk Mgmt.

**Mark Johnson**  
EPS

**Susan Lehr**  
Design/ISD

**Jeri Penrose**  
HRD

**Ruth Stieger-Gentle**  
HRD

**Sue Tabor**  
MSD

**Betty Topar**  
GSD

**Connie Wheeler**  
ISD

### Alternative Formats

This document is available in alternative formats.

Contact:

Lupe Lerma  
at (602) 542-0062

# The Director's Corner



Betsey Bayless

On June 16, 2005, ADOA joined other state agencies and employers across the nation in *Bring Your Child to Work Day*. The national event was first introduced in 1993 by Ms. Foundation for Women as *Take Our Daughters to Work Day*. The goal of the initial program was to bring young girls into the workplace on a designated day to mentor and inspire the next generation of women.

Over the years, we have learned that in order for girls to fully achieve their potential, whether at home, in the workplace, or community, we must not forget to also encourage boys to reach their potential by participating fully in family, work, and community affairs.

In 2003, the event was expanded to include boys as well as girls in activities designed to introduce the youth to careers and the opportunities available to them in the workplace. Activities are designed to get young girls and boys thinking about their futures for both work and family and to see that their dreams can become reality. The activities are meant to be fun, allow for lots of conversation, and engage girls and boys in thinking about work and home life in ways they may never have before.

*Bring Your Child to Work Day* can be a positive and rewarding experience for both child and parent. I can think of no better way to get the most of the program but to encourage parents to share job-related experiences with their children. Children get the chance to ask the question they always wanted to ask... "What do you do all day?"

This year's theme was *Sharing Power & Possibility*. The activities are intended to foster *power and possibilities* attainable by young girls and boys regardless of their race, class, gender, age or disability.

ADOA partnered with DES and ADOT to bring an educational program to about 50 young visitors at the Wesley Bolin Plaza. Participating entities included the Phoenix Police Department, Phoenix Fire Department, State Capitol Police, and Department of Public Safety (DPS).

The fun-filled day began with children being videotaped as part of the 2005 SECC video that is shown to all state employees in September and throughout the 2005 campaign. This year's campaign begins September 12<sup>th</sup> and will run until October 28<sup>th</sup>.

The highlight of the day was when our young visitors had the opportunity to sit on a police motorcycle, check out the Phoenix Police Department DARE police car; and climb onto the Phoenix Fire Department fire truck. They even had the chance to interactively play with a DPS bomb robot. In addition, the children learned about police K-9 units and mounted (horse) patrols.

Event planners held a scavenger hunt at the Wesley Bolin Plaza where children looked for items and clues at the plaza. The scavenger hunt was followed by children using their clues to complete trivia questions related to the erected memorials at the plaza. Lastly, some children toured the old Capitol building and Museum Store where the children learned about our Nation's *Declaration of Independence*.

Children enjoyed themselves and had plenty to share with their parents about their day. *Bring Your Child to Work Day* exposes children to "a day in the life" of an adult while having a great time where their parent(s) work.

Take a moment to look at the attached photos. It was a fun and educational day for everyone!

*Betsey Bayless*

Children are our  
most valuable  
natural resource.

Herbert Hoover

# CAUSE FOR APPLAUSE

ADOA's *Cause for Applause* instant recognition program allows you to recognize fellow employees on-the-spot for doing a job beyond expectations. The program minimizes procedures and maximizes immediate feedback. Cause for Applause certificates are available through your division coordinator or find an electronic copy on your local area network.



## Mark Your Calendar

Every Tuesday **Toastmasters Meeting**  
at noon in room 400A



### August

**29th-Sept. 16th** Open Enrollment for University and State Employees

### September

**4th** Labor Day - State Holiday

**12th** 2005 SECC Campaign begins



## Wise Words

"People readily believe what they want to believe."

~Julius Caesar

### July/August Milestones

#### Five years

**Risk** Guadalupe Rivera  
**GSD** Robert Billaber, Caritina Diaz,  
Luz Estupinan, Ken Gaylord,  
Sharonda Holleman, Tony Perez  
**CP** Scott Hobert, Dianna Messmer  
**HRD** John Sheller  
**ISD** Scott Willard

#### Ten years

**HRD** Jacqueline Ventura  
**GSD** Dan Maynard, Martha Mireles  
**ISD** Duane Canonic  
**Risk** Beverly Adelman, Raymond  
Di Ciccio

#### Fifteen years

**GSD** Felipe Gonzalez, Francine  
Vallejo  
**GAO** Kenneth Kennebeck, Julie  
Phelps

#### Twenty years

**GSD** Josefa Majera  
**CP** John Burris

#### Twenty-five years

**GSD** Gloria Sanchez





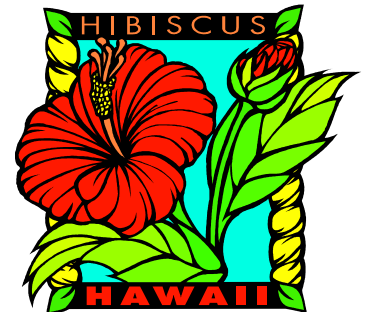
# Kids at Work





## Bon Voyage, Frank Hinds!

Frank Hinds retired July 1, 2005 after 11 years of State service. He was the State Risk Manager for the past seven years. Thanks to everyone who attended Frank's Bon Voyage Retirement Party on June 21, 2005 to honor his years of service to the State of Arizona and to wish him well in *Hawaiian* style. Jerry Oliver, Deputy Director, presented Frank with a Governor's Proclamation in appreciation of his many years of State service. Risk Management employees also presented Frank a beautiful oil painting by our very own artist, Cheryl Toone. We wish him the best as he begins retirement from State service!



## **Congratulations, Ray Di Ciccio, ADOA's New State Risk Manager!**

Ray Di Ciccio was appointed State Risk Manager effective July 1, 2005 bringing over 15 years of corporate and public management experience. Ray has worked for the State of Arizona since July 1995 when he was hired as Finance Manager for Risk Management. He is a Certified Public Accountant (CPA), Associate in Risk Management (ARM), and holds a Bachelors of Science Degree in Accounting from Arizona State University.



Before coming to the State of Arizona, Ray worked for corporations such as Circle K, Silo, and Broadway Stores. Ray has saved millions of dollars for the State as well as the companies he has worked for through analysis and improvements in financial controls. Ray has won the ADOA Award for Supervisory Excellence. Attributes of the Award included: implementation of allocation system, reduced injured worker payment turn-around time to one day, installation of financial internal controls, improved employee morale, implementation of accounts payable audits, and modification of the method of procuring insurance coverage which resulted in significant savings. Congratulations, Ray on your new position!

### **NASCA and NASFA Joint Conference & Resource Expo**

Arizona was host to the 2005 National Association of State Chief Administrators (NASCA) and National Association of State Facilities Administrators (NASFA) Joint Conference & Resource Expo held at the Ritz Carlton. The first-ever combined conference was so successful that both Associations have decided to continue the practice of combining their annual conferences. Over half of the 50 states were represented along with a full hall of exhibitors.

Conference attendees praised the overall quality and organization of the conference. Faye Myles (MSD) was the local coordinator and Arizona host for the conference and was recognized by NASCA/NASFA. Faye was presented an award by NASCA/NASFA for her efforts in coordinating a successful conference.

### **22<sup>nd</sup> Annual Arizona State Contract Show Coming Soon!**

Mark your calendars for the 22<sup>nd</sup> Annual Arizona State Contract Show sponsored by Enterprise Procurement Services (EPS). This year's event will be held on Wednesday, November 2<sup>nd</sup> at the Phoenix Civic Plaza, Exhibit Hall D, 111 North 3<sup>rd</sup> Street, in downtown Phoenix from 8:00 a.m. to 4:00 p.m. Admission is free for all State employees and other visitors. Look for further event information in the October issue of *News & Views*.

For immediate questions on the Contract Show, contact Mark Johnson at 602.542.9158 or through email at [mark.johnson@azdoa.gov](mailto:mark.johnson@azdoa.gov). Additional event information will also be posted on the web at [www.azeps.az.gov](http://www.azeps.az.gov) under the Contract Show link as it becomes available.



# Employees of the Fourth Quarter

Congratulations to those named  
Employee of the Fourth Quarter  
from their divisions.



<b>Mark Johnson</b>	EPS
<b>Kathleen Dougherty</b>	ISD
<b>Nancy Gomez</b>	HRD
<b>Diana Stein</b>	CP

---

## ADOA's Toastmasters Club Achieves Distinguished Club Status

The *AZ You Like It Toastmasters* club has reached a milestone by attaining the Distinguished Club Program goal.

The program was established by Toastmasters International to recognize successful clubs. The qualities that make a club successful were determined and sculpted into a program of goals for each club to achieve. The qualities of a strong club include maintaining active memberships, training club officers and reaching educational goals by individual members.



"This is quite an accomplishment for a club as young as ours," boasted club president, Greg Carmichael. The *AZ You Like It* club was chartered just over 18 months ago. The club will be presented with a blue ribbon to be proudly displayed on its club banner.

Check out this award-winning club. They meet every Tuesday at noon in room 400A in the ADOA building. Contact Greg Carmichael at 602-364-3460 for additional information.



# Ask the Experts

## Getting the most from your Benefit Options

---

Open Enrollment will be held August 29<sup>th</sup> through September 16<sup>th</sup> for the 2005-06 health plan year. There are probably some programs that you are not fully aware of.

### **What are some current and continuing Benefit Options features not fully utilized by employee members?**

Two of the most beneficial, yet under-utilized Benefit Options programs include our **Pharmacy Mail Service** and **Flexible Spending Account (FSA)** programs. In fact, only nine percent of State employees use the Pharmacy Mail Service. What many employees do not realize is that this service is not only convenient to use, but it can also save them hundreds of dollars a year in prescription costs. This is especially true for persons who require monthly medications for on-going health conditions.

Through the Pharmacy Mail Service program, members may request a 90-day supply of medication for just two copays. Not only does this save money on prescriptions, but it saves time and gas by not having to drive to a local pharmacy. To get started, call 1.866.722.2125 or log onto [www.mywhi.com](http://www.mywhi.com).

### **Speaking of pharmacy issues, I understand that many over-the-counter medications like Visine and Pedialyte now qualify as “covered medical expenses” through the Medical FSA program. Is this true?**

That is correct! Over-the-counter (OTC) drugs and medicines purchased to treat an existing or imminent medical condition are now eligible to be covered under the Medical FSA program. This means medications used to treat allergies, smoking cessation, and colds, in addition to aspirin, vitamins, and nutritional supplements can be claimed. Note: These items cannot be claimed if they are purchased for general health purposes or for possible future use. They must be used to treat an existing or “imminent” medical condition.

### **Are there any other new features of the FSA program that employees should know about?**

Yes. Members need to know that they will soon have a longer period of time to submit **medical** claims (15 months as opposed to 12). Starting October 1, 2005, employees will have an additional 2 ½ months to incur medical claims. This means that reimbursable medical claims can be incurred up to December 15, 2006. Claims can be filed up to January 31, 2007. Note: This extension will not apply to the Dependent Care FSA.

### **What are some other great features of the FSA program that employees might not know about?**

First of all, many employees do not know that the State pays \$25 per employee, per year that covers the administrative costs of this program. For the computer savvy person, web access is available for employees to access their account status and sign up for email notifications with their latest account information. To find out more about the FSA program, log onto [www.asiflex.com](http://www.asiflex.com).

### **Do those participating in the FSA program have to enroll in their benefits this year?**

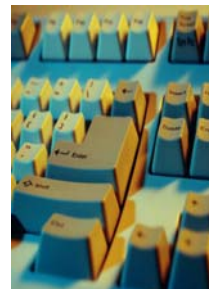
Yes! For those participating in the FSA program in 2006, **enrollment is REQUIRED**. For all other employee members who are satisfied with their current benefits, no action is necessary.



# Tech Tip

## GroupWise Calendaring - Scheduling a Meeting Part 1

You can organize your mailbox using links.



Groupwise enables you to work with Daily, Weekly and Monthly calendars, appointments, notes and tasks. There are two types of appointments that can be established on your calendar; Meetings and Posted appointments. This month's Tech Tip will explain how to create a meeting.

A meeting is an appointment that includes multiple attendees and may include the need to reserve a meeting room or other equipment. The meeting needs to be scheduled for a time that is convenient to all participants and resources.

There are several ways to create a meeting/appointment. You do not have to be looking at your calendar to create a meeting. Establishing a meeting or appointment is as easy as choosing one of the four methods listed below:

Method 1: Toolbar – You can use this method in any view

1. Click on the **New Appointment** button on the toolbar.

Method 2: Menus – This method may also be used while in any view.

1. Choose **File | New | Appointment** from the Menus

Method 3: Quick keys – You may use this method in any view.

1. Press **Ctrl+Shift+A** on the keyboard

Method 4: **Right click** in the calendar.

1. You may right click within the calendar and choose **New | Appointment**.

Any one of the above methods will bring up a new appointment view. Continue with the following steps to complete your appointment:

2. Add any name(s) and the conference room you desire to the To, CC, and BC fields. Your name will automatically appear in the To field, but you can remove it if you are not attending the meeting.
3. Fill in the place (if not automatically filled in via the To field), Start Date, Start Time, Duration, and Subject. You may also want to put additional information in the Message area and can optionally add an attachment.
4. Click on the **Busy Search** button to be sure that the room and attendees have the date and time available on their calendars. Adjust the date and time, if necessary.
5. Click **Send**.

Each recipient, including the meeting room owner, will receive notification of the meeting, for which they can accept or decline.

You can easily track the status of who has accepted or declined by looking at the Properties Tab of the appointment in your calendar or from your Sent Items folder. If necessary, you may reschedule the existing appointment very easily. Please refer to the October 2004 issue of News & Views at ADOANET for the **Changing Appointments Tech Tip**.

Check out the next issue of News & Views for Part 2 of GroupWise Calendaring. We will continue with Busy Search features.



# People on the Move



Division	Welcome	Good-bye, Good Luck
Risk Management	<ul style="list-style-type: none"> <li>Bettye Cross - new hire</li> </ul>	<ul style="list-style-type: none"> <li>Frank Hinds - retired</li> <li>Angela Ross - left state service</li> </ul>
General Services	<ul style="list-style-type: none"> <li>David Jimenez - transfer from Department of Transportation</li> <li>Daniel O'Connor - new hire</li> <li>Thomas Sticknew - new hire</li> <li>Michael Wynn - new hire</li> </ul>	<ul style="list-style-type: none"> <li>Susanna Obezo - left state service</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Robyna Bilagody - new hire</li> <li>Michael Hammock - transfer from Department of Transportation</li> <li>Martha Mendez - transfer from Department of Corrections</li> <li>Karen Turner - new hire</li> </ul>	<ul style="list-style-type: none"> <li>Mary Jane Latham - retired</li> <li>Debbie Stanton - left state service</li> </ul>
Information Services	<ul style="list-style-type: none"> <li>Carol Mellinger - new hire</li> <li>D'Andrea Spann - transfer from Department of Economic Security</li> </ul>	<ul style="list-style-type: none"> <li>Ron Gag - retired</li> </ul>
Management Services		<ul style="list-style-type: none"> <li>Cynthia Brown - left state service</li> <li>Tyrone Sneed - left state service</li> </ul>
Telecommunications Program Office		<ul style="list-style-type: none"> <li>Andre Briere - deceased</li> </ul>
General Accounting Office	<ul style="list-style-type: none"> <li>Michael Smarik - transfer from Department of Corrections</li> </ul>	<ul style="list-style-type: none"> <li>Randy Estrada - retired</li> <li>Jim Fagan - retired</li> <li>Sharon Huggins - retired</li> </ul>
Capitol Police		<ul style="list-style-type: none"> <li>Larry McFarland - retired</li> <li>Oscar Rivera - transferred to Registrar of Contractors</li> </ul>
Director's Office	<ul style="list-style-type: none"> <li>Lupe Lerma - transfer from Board of Nursing Care</li> </ul>	